

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-524

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County Office of Finance		Financial Systems
AGENCY		DIVISION
Item No.	Description	Retention
1.	FAMIS REPORTS: (Books & microfiche) Includes all official financial records of the County; consists of bound books of computer reports and microfiche. Fiscal 1973 - Present	Cut off at end of fiscal year; retain permanently all June final reports and all microfiche. Retain all other months for five (5) years, then destroy.
2.	MISCELLANEOUS FINANCIAL SUPPORT DOCUMENTS: These records consist of expense distribution tickets, print shop expense documents, daily cash receipts, copy charges, and mainstem reports. 1972 - Present	Cut off at end of fiscal year; retain for seven (7) additional years, then destroy.
3.	EMPLOYEE PAYROLL LEDGER CARDS (Microfilm): These cards are arranged in alphabetical order giving the name of the employee, address, current and annual base pay, taxes withheld, and the current net pay. 1965 - 1972	Retain permanently.
4.	EMPLOYEE LEAVE & TIME RECORDS (Books & Microfilm): These documents consist of leave records, time sheets, earnings registers, leave balance registers, transactions registers, deduction registers, and other related material. 1972 - Present	Cut off at end of calendar year; retain for two additional years, microfilm, then destroy books. Retain microfilm permanently.
5.	INDIVIDUAL EMPLOYEE PAYROLL FILES: These records include EAM's, disability leave approvals, and other records pertaining to individual employees. 1975 - Present	Cut off at end of calendar year; retain for seven (7) additional years, then destroy.
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Schedule approved by Department, Agency or Division Representative

Richard Bradley Deputy Director of Finance 10-1-82
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

11/23/82 Shirley Long _____
Date Archivist Date _____
Chief and Secretary

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
6.	<p><u>PAYROLL CHECKS:</u> These are cancelled payroll checks which are returned to us in batches from the bank each month. Each batch is in numerical order.</p> <p>1972 - Present</p>	Cut off at end of calendar year; retain for seven (7) additional years, then destroy.
7.	<p><u>FEDERAL WITHHOLDING FORMS (W-2's):</u> These are W-2's which were mailed out then returned to the County as undeliverable.</p> <p>1975 - Present</p>	Retain for five (5) years, then destroy.
8.	<p><u>SOCIAL SECURITY RECORDS:</u> This file is composed of copies of Form 941B, a quarterly report on wages paid. It shows the name of employee, social security number, amount of wages covered by social security, total number of County employees on the payroll, the total number covered, a total of covered wages, and total social security contributions. This file also consists of an annual Social Security Report for the State Social Security Office for annual FICA wages and employer contributions.</p> <p>1975 - Present</p>	Cut off at end of calendar year; retain for seven (7) additional years, then destroy.
9.	<p><u>FEDERAL WITHHOLDING FORMS (W-2's):</u> These are the County's copies of W-2's which are filed by pay groups and by social security number.</p> <p>1959 - Present</p>	Retain permanently.
10.	<p><u>STATE OF MARYLAND UNEMPLOYMENT REPORTS:</u> These are quarterly reports (DHR-ESA 15 and DHR-ESA 16 Detail) which lists taxable wages for unemployment purposes.</p> <p>1978 - Present</p>	Cut off at end of calendar year; retain for seven (7) additional years, then destroy.
11.	<p><u>CORRESPONDENCE FILES:</u> This consists of general office correspondence; monthly management reports; divisional budget documents; purchase requisitions; check requests, etc.</p> <p>Fiscal 1979 - Present</p> <p>*****LAST ITEM*****</p>	Cut off at end of fiscal year; retain for three (3) additional years, then destroy.